

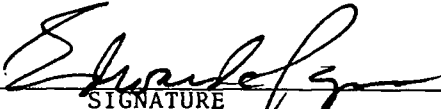



PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-614	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 8
<div style="display: flex; justify-content: space-between;"> Prince George's County Police Department Planning and Research Division </div>		
DEPARTMENT/AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION
100	<u>ADMINISTRATIVE RECORDS</u>	
101	Assignment Records (Includes internal project assignment records.) Keep in 3-ring binder.	Destroy when superseded or obsolete.
102	Audit Records (Includes internal, external, local, state, and federal auditing reports/correspondence.) File A-Z by report title, and year date. Arrange by auditing type as needed. A. County Audits B. External Audits C. Federal Audits D. Internal Audits	
		Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 years, then destroy.

 SIGNATURE	Director, Police Records Center TITLE OF DEPT/AGENCY REPRESENTATIVE	1/7/88 DATE
 SIGNATURE	County Records Manager Chief Administrative Officer TITLE	1/11/88 DATE

Schedule Authorized by Hall of Records Commission

 SIGNATURE	 TITLE	1/27/88 DATE
--	---	-----------------

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614

PAGE
NO. 2 of 8

Item No.	Description	Retention
103	Correspondence (General) (Includes correspondence with internal and external organizations.) Arrange by general subject category, and sub-category as needed.	Cutoff at end of calendar year. Retain for 1 year, then destroy.
104	Directives Records (Includes departmental policy memoranda, general orders, and special orders to direct present and future police operations.) A. Current Directives Keep in 3-ring binder(s). B. Directives (Rescinded) C. General Orders File numerically by assigned number/caption. D. Memoranda File numerically by assigned number/caption. E. Special Orders File numerically by assigned number/caption. F. External Directives File A-Z by originating agency.	Retain permanently. Microfilm original hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge permanently. Microfilm original hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge permanently. Microfilm original hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge permanently. Microfilm original hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge permanently. Destroy when no longer needed.
105	Inventory Records (Includes acquisition records for inventoried fixed and non-fixed assets.	Destroy when superseded by annual inventory and/or obsolete.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614

PAGE
NO. 3 of 8

Item No.	Description	Retention
106	Minutes (Includes minutes of meetings created by Planning Division Commander.)	Retain permanently.
107	Organization Records (Includes staffing/organizational charts.)	Retain permanently.
108	Ride-Along Records (Includes ride-along records for law enforcement applicants.) File A-Z by name of applicant.	Cutoff at end of calendar year. Retain for 2 years, then destroy.
109	Records Management (Includes correspondence, disposal certificates, schedules, and records transfers for off-site storage.) A. Records Disposal Certificates File chronologically by year of disposal. B. Records Retention Schedules File chronologically by date issued. C. Records Center Transfer Lists File chronologically by date destroyed.	Retain for 3 years, then destroy. Retain until superseded or updated, then destroy. Retain until records destroyed.
110	Reports/Statistics (Includes narrative, administrative, statistical, and other recurring and non-recurring reports.) A. Annual Reports File chronologically by year date. B. Services Indicator Records File chronologically by year date. C. Special Reports (Non-Recurring) File A-Z by report title, and year date.	Retain for 5 years, then destroy. Retain for 10 years, then destroy. Retain for 2 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
111	Student Intern Records (Includes correspondence with academic institutions concerning students enrolled in law enforcement programs.) File A-Z by student, and year date.	Cutoff at end of calendar year. Retain for 1 year, then destroy.
112	Telephone Records (Includes long distance telephone records.)	Retain for 1 year, then destroy.
200	<u>COMPUTER RECORDS</u> (Includes machine/computer readable records stored in personal computer systems.)	Purge when no longer needed.
201	Accreditation File	
202	Events Calendar File	
203	Forms File	
204	Projects File	
205	Other Files	
300	<u>CONTRACTUAL RECORDS</u> (Includes correspondence/agreements/memoranda of understanding with law enforcement and non- law enforcement agencies.)	
301	Mutual Aid Agreements	Retain until contract expiration, then destroy.
302	Police Service Contracts File A-Z by participating agency, and year date.	Retain until contract expiration, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614

PAGE
NO. 5 of 8

Item No.	Description	Retention
400	<u>FISCAL RECORDS</u>	
401	Bills/Invoices (Includes correspondence/invoices/bills for fiscal operations.) File chronologically by year date.	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
402	Budget Records (Includes correspondence/estimates for budget preparation and submission.) File chronologically by year date.	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
403	Capital Budget Records (Includes correspondence/estimates for capital expenditures.)	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
404	Purchase Orders/Requisitions (Includes purchase orders/requisitions for supplies and equipment.) File chronologically by year date.	Cutoff at end of fiscal year. Retain for 2 years, then destroy.
500	<u>LEGAL/LEGISLATIVE RECORDS</u> (Includes local/state/federal laws/regulations passed by County Council, Maryland General Assembly, and U.S. Congress.)	
501	County Ordinances File numerically by assigned number.	Retain until amended or repealed, then destroy.
502	Federal Laws File numerically by House or Senate assigned number.	Retain until amended or repealed, then destroy.
503	Legal Opinions/Advisories File A-Z by subject as needed.	Destroy when superseded or obsolete.
504	Other State Laws File A-Z by originating state.	Destroy when superseded or obsolete.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614
PAGE
NO. 6 of 8

Item No.	Description	Retention
600	<u>PERSONNEL RECORDS</u> (Includes records for personnel management operations.)	
601	Daily Personnel Reports (Includes time records for payroll preparation.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
602	Hiring Records (Includes records for employee hirings and releases.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
603	Job Descriptions (Includes employee job descriptions for performance management.)	Retain until employee termination or transfer, then destroy.
604	Leave Request Records (Includes requests for leave records.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
605	Police Leave Balance Records (Includes bi-weekly employee leave balance records.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
700	<u>PRINTOUT RECORDS</u> (Includes reports/other machine readable records processed by data processing systems.)	Destroy when superseded or obsolete.
800	<u>PLANNING RECORDS</u> (Includes correspondence/plans/reports for administrative/operational planning activities.)	
801	Annual Accomplishment Plans File A-Z by plan, and year date.	Retain until superseded, then destroy.
802	Long Range Plans File A-Z by plan, and year date.	Retain until superseded, then destroy.
803	Short Range Plans File A-Z by plan, and year date.	Retain until superseded, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614

PAGE
NO. 7 of 8

Item No.	Description	Retention
800	<u>PLANNING RECORDS (con't)</u>	
804	Administrative Plans File A-Z by plan, and year date.	Retain until superseded, then destroy.
805	Operational Plans File A-Z by plan, and year date.	Retain until superseded, then destroy.
806	Other Plans	Retain until superseded, then destroy.
900	<u>GRANT PROJECT RECORDS</u>	
901	Bi-County-Funded Projects Case file A-Z by participating county, and fiscal year.	Destroy 3 years after last expenditure. Retain litigated project(s) until resolved, then destroy.
902	County-Funded Projects Case file A-Z by project title, and fiscal year.	Destroy 3 years after last expenditure. Retain litigated project(s) until resolved, then destroy.
903	Federally-Funded Projects Case file A-Z by project title, and fiscal year.	Destroy 3 years after last expenditure. Retain litigated project(s) until resolved, then destroy.
904	State-Funded Projects Case file A-Z by project title, and fiscal year.	Destroy 3 years after last expenditure. Retain litigated project(s) until resolved, then destroy.
1000	<u>OTHER PROJECT RECORDS</u>	
1001	NACO Projects Case file A-Z by project title, and year date.	Retain for 2 years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-614

PAGE
NO. 8 of 8

Item No.	Description	Retention
1000	<u>OTHER PROJECT RECORDS</u> (con't)	
1002	Police Accreditation Projects Case file numerically by standard number.	Destroy when obsolete.
1003	Zoning Projects (CDZ) (Includes private development projects with public safety manpower impacts.) Case file A-Z by project title, and year date.	Retain until project construction completed, then destroy. Purge duplicate records periodically.

C614

1-72-88

Items Nos. 110 & 801-806

The record copies are located in the
Police ~~Chief's~~ office and will be listed
as permanent on a schedule to be
submitted shortly.

permanent where?